4028

BILL NO. S-78-04-35

SPECIAL ORDINANCE NO. S-72-78

AN ORDINANCE approving City Utilities Purchase Order No. 9892 with Millcraft Paper Company for materials for the Office Services Department.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That City Utilities Purchase Order No. 9892, dated April 6, 1978, between the City of Fort Wayne, by and through the City Utilities Purchasing Agent and the Board of Public Works and Millcraft Paper Company for envelopes and paper for the Office Services Department, at a cost of $3,702.50, all as more particularly set forth in said Purchase Order, which is on file in the Office of the Department of Purchasing and is by reference incorporated herein and made a part hereof, be and the same is in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Councilman

APPROVED AS TO FORM AND LEGALITY,

CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Hunter, and duly adopted, read the second time by title and referred to the Committee on City Utilities (~~and the City Plan Commission~~ for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19__, at _____ o'clock ____ M., E.S.T.

DATE: 4-25-78

Charles W. Westerman
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Stier, and duly adopted, placed on its passage.

PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	8			1	
BURNS	X				
HINGA	X				
HUNTER				X	
MOSES	X				
NUCKOLS	X				
SCHMIDT, D.	X				
SCHMIDT, V.	X				
STIER	X				
TALARICO	X				

DATE: 5-8-78

Charles W. Westerman
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (~~APPROPRIATION~~) ORDINANCE (~~RESOLUTION~~) No. S-72-78 on the 8th day of May, 1978.

ATTEST: (SEAL)

Charles W. Westerman
CITY CLERK

Samuel J. Talarico
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 9th day of May, 1978 at the hour of 11:39 o'clock A M., E.S.T.

Charles W. Westerman
CITY CLERK

Approved and signed by me this 11th day of May, 1978 at the hour of 2:30 o'clock P M., E.S.T.

Robert E. Armstrong
MAYOR

Bill No. S-78-04-35

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance approving City Utilites Purchase Order No. 9892 with Millcraft Paper Company for materials for the Office Services Department

have had said Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance DO PASS.

PAUL M. BURNS - CHAIRMAN

JAMES S. STIER - VICE CHAIRMAN

VIVIAN G. SCHMIDT

WINFIELD C. MOSES, JR.

FREDRICK R. HUNTER

5-8-78
DATE

CONCURRED IN
CHARLES W. WESTERMAN, CITY CLERK

C

Memorandum

To H. P. Wehrenberg, Board of Works **Date** April 6, 1978

From Ruth Winget, Purchasing Department

Subject NCR Paper and Manila Envelopes

COPIES TO:

E. A. Stanczak Jr.
G. Thayer

Herewith are quotes (Quote #0060) relating to Purchase Order No. 9892 which is prepared favoring Millcraft Paper Company for NCR Paper and Manila Catalog Envelopes for Office Services Department.

Three (3) vendors were invited to quote. Millcraft Paper Company being the lowest at $3,702.50.

Attached are the following documents in support of the recommendation for acceptance of Millcraft Paper Company's quote:

1. Copy of vendors quotes.
2. Purchase Order No. 9892.

It is urged that in referring this quote to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming Purchase Order Number is given to Millcraft Paper Company until evidence of Council approval is furnished to the Purchasing Department.

R. A. Winget
R. A. Winget

Approved: R. F. Bugler
R. F. Bugler

65-285-4
4/10/78

P.O. 9892
Millcraft Paper

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date March 27, 1978 . Request for Quotation No. 0060

To be considered your quotation must be received by 4th M. April 1978

To:
- Taylor Martin Paper
- Butler Paper Co.
- Millcraft Paper Co.

uantity	Unit		Unit Price	Trade Disc.	Extensi
100M	Sets	8½ x 11 4 Part NCR Paper Pre Collated reverse order			
50M	Sheets	8½ x 11 white 110# Index - Scott			
5M	Sheets	8½ x 11 - 20 Russett - Mead			
5M		10 x 13 Sub 28 Manila Catalog Envelopes			
		Mark Quotation Envelope, "Quote No. 0060 Due Date 4/4/78 "		TOTAL	

Following Must Be Complete

Terms: _____

F.O.B. - Indicate Which of Following (Check)

Destination: _____

Shipping Point
Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: _____

Signed: _____

Date: _____

Ruth Winget

Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date March 27, 1978 Request for Quotation No. C[illegible]

To be considered your quotation must be received by 4th M. April 197[illegible]

To:

Butler Paper Co.
4125 Paper Place
Ft. Wayne, Indiana 46808

Quantity	Unit		Unit Price	Trade Disc.	Extensi
100M	Sets	8½ x 11 4 Part NCR Paper Pre Collated reverse order	7.74/M		3,096.00
50M	Sheets	8½ x 11 white 110# Index - Scott	10.90/M		545.00
5M	Sheets	8½ x 11 - 20 Russett - Mead	5.06/M		25.30
5M		10 x 13 Sub 28 Manila Catalog Envelopes	54.00/M		270.00
		Mark Quotation Envelope, "Quote No. 0060 Due Date 4/4/78 "		TOTAL	3,936.30

Following Must Be Complete

Terms: 2% 15 Net 30

F.O.B. - Indicate Which of Following (Check)

Destination: _____

Shipping Point Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: _____

Shipping Weight: _____

Signed: Ruth Winget

Date: 3/30/78

Ruth Winget

Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date March 27, 1978 . Request for Quotation No. 0060

To be considered your quotation must be received by 4th M. April 197=

To:

Butler Paper Co.
4125 Paper Place
Ft. Wayne, Indiana 46808

antity	Unit		Unit Price	Trade Disc.	Extensi
100M	Sets	8½ x 11 4 Part NCR Paper Pre Collated reverse order	7.74/M		3,096.00
50M	Sheets	8½ x 11 white 110# Index - Scott	10.90/M		545.00
5M	Sheets	8½ x 11 - 20 Russett - Mead	5.06/M		25.30
5M		10 x 13 Sub 28 Manila Catalog Envelopes	54.00/M		270.00
				TOTAL	3,936.30

Mark Quotation Envelope,
"Quote No. 0060 Due Date 4/4/78 "

Following Must Be Complete

erms: 2% 15 Net 30

.O.B. - Indicate Which of Following (Check)

Destination: _____

Shipping Point
Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: _____

Signed: Jim Braunberger

Date: 3/30/78

Ruth Winget

Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date March 27, 1978 Request for Quotation No. 0060

To be considered your quotation must be received by 4th M. April 1978

To: Taylor Martin Paper
4621 Executive Blvd.
Fort Wayne, Indiana 46825

RECEIVED
MAR 28 1978
Taylor Martin Paper Co.

Quantity	Unit		Unit Price	Trade Disc.	Extensi
100M (400,000	Sets sheets)	8½ x 11 4 Part NCR Paper Pre Collated reverse order	$ 7.89/M		$3,156.00
50M	Sheets	8½ x 11 white 110# Index - Scott	10.95/M		547.50
5M	Sheets	8½ x 11 - 20 Russett - Mead	5.30/M		26.50
5M		10 x 13 Sub 28 Manila Catalog Envelopes	54.67/M		273.35
		Mark Quotation Envelope, "Quote No. 0060 Due Date 4/4/78 "		TOTAL	$4,003.35

Following Must Be Complete

Terms: Net

F.O.B. - Indicate Which of Following (Check)

Destination: X

Shipping Point Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: 2-3 days

Shipping Weight: 5,000 lbs.

Michael K. Neville
Signed: Michael K. Neville

Date: March 28, 1978

Ruth Winget
Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date March 27, 1978 Request for Quotation No. 0060

To be considered your quotation must be received by 4th M. April 1978

To: Taylor Martin Paper
4621 Executive Blvd.
Fort Wayne, Indiana 46825

RECEIVED
MAR 28 1978
Taylor Martin Paper Co.

Quantity	Unit		Unit Price	Trade Disc.	Extension
100M (400,000	Sets sheets)	8½ x 11 4 Part NCR Paper Pre Collated reverse order	$ 7.89/M		$3,156.00
50M	Sheets	8½ x 11 white 110# Index - Scott	10.95/M		547.50
5M	Sheets	8½ x 11 - 20 Russett - Mead	5.30/M		26.50
5M		10 x 13 Sub 28 Manila Catalog Envelopes	54.67/M		273.35
		Mark Quotation Envelope, "Quote No. 0060 Due Date 4/4/78"		TOTAL	$4,003.35

Following Must Be Complete

Terms: Net

F.O.B. - Indicate Which of Following (Check)

Destination: X

Shipping Point Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: 2-3 days

Signed: Michael K. Neville

Date: March 28, 1978

Purch. Agent - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date March 27, 1978 . Request for Quotation No. 0060

To be considered your quotation must be received by 4th M. April 197 8

To:

Millcraft Paper Co.
1615 Estella Avenue
Ft. Wayne, Indiana 46803

Quantity	Unit		Unit Price	Trade Disc.	Extension
100M	Sets	8½ x 11 4 Part NCR Paper 400m sheets @ Pre Collated reverse order	17.35/m		$2940.00
50M	Sheets	8½ x 11 white 110# Index - ~~Scott~~ Springhill	10.00/m		$500.00
5M	Sheets	8½ x 11 - 20 Russett - Mead	N/A		N/A
5M		10 x 13 Sub 28 Manila Catalog Envelopes	52.50/m		$262.50
				TOTAL	$3702.50

Mark Quotation Envelope,
"Quote No. 0060 Due Date 4/4/78 "

Following Must Be Complete

Terms: 2/30

F.O.B. - Indicate Which of Following (Check)

Destination: ✓

Shipping Point
Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: Stock

Shipping Weight: 10X 4400#

Signed: [signature]

Date: 3-28-78

Ruth Winget

Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date March 27, 1978. Request for Quotation No. 0060

To be considered your quotation must be received by 4th M. April 1978

To:
Millcraft Paper Co.
1615 Estella Avenue
Ft. Wayne, Indiana 46803

antity	Unit		Unit Price	Trade Disc.	Extensi
100M	Sets	8½ x 11 4 Part NCR Paper 400m sheets @ Pre Collated reverse order	7.35/m		$2940.00
50M	Sheets	8½ x 11 white 110# Index - ~~Scott~~ Springhill	10.00/m		$500.00
5M	Sheets	8½ x 11 - 20 Russett - Mead	N/A		N/A
5M		10 x 13 Sub 28 Manila Catalog Envelopes	52.50/m		$262.50
		Mark Quotation Envelope, "Quote No. 0060 Due Date 4/4/78"		TOTAL	$3702.50

Following Must Be Complete

erms: 2/30

.O.B. - Indicate Which of Following (Check)

Destination: ✓

Shipping Point
Freight Allowed: _____

Shipping Point:

Signed: [signature]

Date: 3-28-78

Ruth Wimmet

65-285-4 4/10/78

CITY OF FORT WAYNE
CITY UTILITIES

DEPARTMENT OF PURCHASES
ROOM 950 CITY—COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL
PURCHASE ORDER NO. 8892

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE April 6, 1978

Millcraft Paper Company
1615 Estella Avenue
Fort Wayne, Indiana 46803

SHIP TO —

Office Services Department
Basement, City County Bldg.
One Main Street
Fort Wayne, Indiana 46803

MAIL ALL INVOICES TO —
CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY—COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING CERTIFICATION AS REQUIRED BY INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL
	100M	Sets 8½" x 11" 4 Part NCR Paper pre collated reverse order (400M sheets)		7.35/M	$ 2,940. 00
	50M	sheets 8½" x 11" white 110# Index - Springhill		10.00/M	500. 00
	5M	10 x 13 Sub 28 Manila Catalog Envelopes		52.50/M	262. 50
					$3,702. 50

APPROVED Board of Public Works

Henry P. Wehrenberg
Ethel W. Lamar
Mary G. Scott

2% - 10 Net 30
Per Quote #0060
F.O.B. Destination
Ship: Stock

SUBJECT TO COUNCILMANIC APPROVAL

ATTENTION!
Send all Invoices to General Accounting
4th Floor, City-County Bldg.
1 E. Main St.
Fort Wayne, Indiana 46802
Show P. O. Number on Packing Slip and Invoice.

RW/pl #149

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY _____
CITY UTILITIES PURCHASING AGENT

SUBJECT TO CONDITIONS ON REVERSE SIDE

FORM U-48

City Utilities

PURCHASE REQUISITION

Millcraft Paper Co
1615 Estella ave
46803

Date 3-22-78

Please order the following Material for Delivery as Specified:

To be delivered to Office Service Req. No. 149

On or before P. O. No. 989

QUANTITY	DESCRIPTION	DIST. NO.	DEPARTMENT ESTIMATED COST
100M	~~Sets~~ 8½X11 4part NCR Paper 7.35/m		2,940.00
	pre collated reverse order (400 sheets)		
50M	~~Sheets~~ 8½ X11 white 110# Index — 10.00/m		500.00
	~~Dept~~ Springhill		
~~5M~~	~~4 part 8½ X11 20 Russell Mead~~		
5M	10X13 Sub-28 Manila Catalog Env. 52.50/m		262.50
			$3,702.50
	2%-10 Net 30		
	Per Quote) # 0060		
	F.O.B. Destination		
	Ship: Stock		
REMARKS:	Subject to Councilmanic Approval.		

RECEIVED
MAR 29 1978
CITY UTILITIES
GEN. SUPT. OFFICE

I hereby certify that the work or supplies above specified are necessary for stock or use in this department.

Department

Dept. Head

Charge Light Water Sewage

Looks like we better go Millcraft ~~or else split the order~~ I will we order the Russett on a Mini sometime

G A Mayer

RECEIVED
PURCHASING LEPT.
APR 4 1978
AM PM
7,8,9,10,11,12,1,2,3,4,5,6

Quotes

1. Taylor-Martin Paper
   4621 Executive Blvd.
   46825
2. Butler Paper Co.
   4125 Paper Place
   46809
3. Millcraft Paper Co.
   1615 Estella ave.
   46803

Due: 4/4/78

0060

TITLE OF ORDINANCE SPECIAL ORDINANCE - CITY UTILITIES PURCHASE ORDER NO. 9892 - MILLCRAFT PAPER CO.

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS 2-78-04-35.

SYNOPSIS OF ORDINANCE CITY UTILITIES PURCHASE ORDER NO. 9892, MILLCRAFT PAPER COMPANY, IN THE AMOUNT OF $3,702.50 FOR ENVELOPES AND PAPER FOR THE OFFICE SERVICES DEPARTMENT.

(MEMORANDUM AND PURCHASE ORDER ATTACHED)

THIS WAS THE LOWEST OF THREE QUOTES RECEIVED

EFFECT OF PASSAGE PAPER AND ENVELOPES FOR OFFICE USE

EFFECT OF NON-PASSAGE INABILITY TO COMPLETE OFFICE PROCEDURES

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) $3,702.50 FROM CITY UTILITIES

ASSIGNED TO COMMITTEE

EP